Change Table:

Date of Change	Related Issue Number	Updated by	Revision
11/3/99	96	C.Collins	Updated Availability and Performance requirements to incorporate WDTIP Technical Requirements Memo dated 10/21/99 (pg. 34 & 36 of this version). Memo is found in the Approved folder. Increased version number of document to six.
9/20/00		R. Frey	Updated HWDC logo to HHSDC logo. Modified assumption 8 of Section 6 to incorporate changes from ACL 00-48.

WELFARE DATA TRACKING IMPLEMENTATION PROJECT

UPDATED BUSINESS REQUIREMENTS DOCUMENT

1. Objectives

The Updated Business Requirements Document provides an overview of the functionality necessary to successfully implement the TRAC (Tracking Recipients Across California) Application during the Welfare Data Tracking Implementation Project (WDTIP).

Project Overview

In response to the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, the State of California passed Assembly Bill (AB) 1542. AB 1542 institutes the Temporary Assistance to Needy Families (TANF) program in California and imposes welfare time limits, as well as new programmatic and eligibility rules. In addition to welfare time limits, AB 1542 mandates work requirements through the CalWORKs program. As a result of the CalWORKs program, county welfare departments are required to have a mechanism to track eligibility time limits, and other related data on an individual level, across counties, and over time to comply with the tracking requirements of both State and Federal mandates.

The purpose of the TRAC Application is, therefore, to provide a communication mechanism and central data repository that can be accessed by all technology-enabled counties and relevant agency systems in order to prevent welfare fraud and meet the requirements of Statewide Automated Welfare System (SAWS) legislation and the TANF and CalWORKs programs. It addresses the immediate need for Federal and State Welfare Reform tracking requirements imposed by the Federal PRWORA, AB 1542 and relevant All County Letters issued by the California Department of Social Services (CDSS).

Project Objectives

The primary objective of the WDTIP is to track recipient/applicant data specific to the correct calculation of the TANF 60-month, CalWORKs 60-month, and CalWORKs 18/24-month time clocks. Additionally, the TRAC Application will provide the same level of functionality that exists in the Pre-SAWS application. This functionality includes tracking of sanctions, diversion, and storing some non-time clock related program participation information. The WDTIP objectives are derived from the federal and State welfare reform mandate and the State Automated Welfare System Report to the Legislature (2-1-96). The following are the functional requirements that support the WDTIP objectives and the federal welfare reform mandate:

o   Inter-county exchange of welfare related data
o   Centralized data repository for Statewide file clearance against SCI
o   Security plan to ensure the confidentiality of client information
o   Centralized data repository to calculate TANF and CalWORKs time on aid including exceptions and exemptions

o   Access to data through pre-defined screens, batch processes, and file transfers
o   Pre-SAWS functionality including storing non time clock related program
    participation such as Supplemental Security Income, food-stamps only, and adoption

Requirement Validation Objectives

The business requirements' validation process identifies the unique needs of a business and its organization. Defining and documenting business requirements will provide the foundation for the design of the TRAC Application. Business requirements defined during the SAWS-TA Project that fall within the scope of WDTIP were reevaluated and used as a starting point to draft the final Updated Business Requirements Document. As part of the requirements validation process, Joint Requirements Planning (JRP) sessions were held to review and validate the identified requirements.

Validating and documenting the business requirements during the JRP sessions was intended to accomplish the following:

o   User contributions at all levels
o   User buy-in and commitment
o   Joint ownership of the WDTIP
o   Design criteria for process, organization, model and architecture
o   Mitigate confusion about the specific goals, objectives and/or tasks
o   Minimize time spent on less valuable requirements (prioritization)
o   Avoid implementation of conflicting requirements
o   Eliminate future unnecessary application changes due to critical requirements being
    defined towards the end of implementation

2. Acronyms

The following is a list of commonly used acronyms on the WDTIP and in this document.

Acronym	Phrase/Name
AB	Assembly Bill
CalWORKs	California Work Opportunity and Responsibility to Kids
CDHS	California Department of Health Services
CDSS	California Department of Social Services
CICS	Customer Information Control System
CIN	Client Index Number
C-IV	Consortium IV
EBT	Electronic Benefit Transfer
GEARS	GAIN Employment Activity and Reporting System
GEMS	GAIN Employment Management System
GIS	GAIN Information System
ISAWS	Interim Statewide Automated Welfare System
IV&V	Independent Verification and Validation
JAD	Joint Application Design
JRP	Joint Requirements Planning
LEADER	Los Angeles Eligibility, Automated Determination, Evaluation and Reporting System
MAGIC	Merced Automated Global Information Control
MEDS	Medi-Cal Eligibility Data System
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act
Q/A	Quality Assurance
SAWS	Statewide Automated Welfare System
SAWS-TA	Statewide Automated Welfare System – Technical Architecture
SCI	Statewide Client Index
SDLC	System Development Life Cycle
SFIS	Statewide Fingerprint Imaging System

Acronym	Phrase/Name
SIS	SAWS Information System
TANF	Temporary Assistance for Needy Families
TOA	Time on Aid
WCDS	Welfare Case Data System
WDTIP	Welfare Data Tracking Implementation Project
WICAR	Ventura County's Eligibility System
Y2K	Year 2000

3. Approach

To accurately and completely identify the functionality of the TRAC application, the WDTIP Team followed a structured approach. This approach included participants from the WDTIP Team and Subject Matter Experts (SMEs) from the counties and other State agencies and data sources necessary to complete the requirements' identification and validation. This section of the document provides an overview of the approach as well as the data sources from which the requirements were identified.

Requirements Validation Process

The WDTIP Team wanted to leverage the work done to identify requirements during the SAWS-TA Project. To that end, rather than completely recreating the requirements from scratch, the WDTIP Team reviewed the requirements' documentation from SAWS-TA and compared them against the scope of WDTIP. This advantage allowed a more rapid requirements' validation process. The steps used in this process are displayed in the graphic below and described in the following pages.

Collection Process

Step 1 - Preparation

The first step of the requirements' validation process was to identify and document requirements. This step primarily included gathering existing SAWS-TA requirements and utilizing those appropriate to WDTIP specifications and scope. Once identified and documented, copies of the requirements were disseminated to SMEs from the counties and the State and the JRP sessions were scheduled.

Step 2 - Conduct Joint Requirements Planning Sessions

During the JRP sessions, the SMEs, in conjunction with the WDTIP team members, discussed the functionality that would be necessary to support their business objectives. The participation of a diverse group of individuals in the JRP sessions provided:

o Identification and validation of requirements from a number of perspectives

o An opportunity to inform stakeholders about WDTIP direction and progress through their representatives

STEP 1: Preparation
- Gather available documentation
- Plan approach and JRP sessions

STEP 2: Conduct Joint Requirements Planning Sessions
- Document Initial Requirements
- Conduct JRP Sessions
- Conduct Validation Session
- Research Additional Topics

STEP 3: Document Requirements
- Document Session Results
- Check for Completeness
- Refine Language
- Research Action Items
- Draft initial Business Requirements Deliverable
-Conduct Deliverable Review Process

Together, the group validated the appropriate requirements to support their needs, raised questions where appropriate, and identified the assumptions from which the development of the application could begin. Both the requirements and assumptions were validated and documented, and action steps were identified for outstanding issues.

Step 3- Document Requirements

Once the group reached consensus around the requirements, assumptions and action items, the WDTIP Team checked the requirements for consistency and completeness. Once these attributes were checked, the Updated Business Requirements Document was composed. This document then went through the deliverable review process that was described in the WDTIP **Project Management Plan**.

JRP Participants

In order to receive early input into the functionality of the TRAC Application, the WDTIP Team solicited JRP session participation from county, consortia, and state staff. Over 40 people participated from these groups. The table below identifies the participants and the county/agency they represent as well as session objectives for which they were present. County representatives are listed first, followed by consortia representatives, CDSS representatives, and finally WDTIP Team members. Fore more detailed about the topics covered under Discuss Topics session refer to the JRP Meeting Minutes.

Representative Name	County/Agency	Identify Requirements June 21, 1999	Validate Requirements June 22, 1999	Discuss Topics June 22, 1999
Joanne Osborn	Fresno	X	X	X
Teresa Gaucin	Fresno	X	X	X
Scott Gruendl	Glenn	X		
Angie Brown	Humboldt	X	X	X
Sheri Snyder	Inyo	X	X	X
Tam Joseph	Inyo	X	X	X
Joann Davis	Kern	X	X	X
Ginger Ragazzi	LA	X	X	X
Kristin Kale	Mendicino	X	X	X
Diana Jiminez	Monterey	X	X	X
Carol Raimundo	Placer	X	X	X
Ron Quinn	Riverside	X	X	X
Frank Mejia	Santa Barbara	X	X	X
Carol Harman	Shasta	X	X	X
Rick Pierce	Stanislaus	X	X	X
Laura White	Tulare	X	X	X
Cecilia Fine	Ventura	X	X	X
Jackie Kiehn	Yolo	X	X	X
Linda Parr	HHSDC SAWS	X		
Carla Zuehlke	ISAWS Maintenance	X	X	X
Cheryl Davis	ISAWS Maintenance	X	X	X

Representative Name	County/Agency	Identify Requirements June 21, 1999	Validate Requirements June 22, 1999	Discuss Topics June 22, 1999
Cal Rogers	CDSS	X		
Gail Meeks	CDSS	X	X	X
Lori Christensen	CDSS	X	X	X
Shirley Ruiz	CDSS- CalWorks	X		
Pamela Calhoun	CDSS- CalWorks Eligibility Bureau	X	X	X
Bobbie Holm	CDSS- Child Care		X	X
Cecilia Fisher-Dahms	CDSS- Child Care	X		
Suzanne McNaniee	CDSS- Child Care	X	X	X
Charissa Miguelino	CDSS- Eligibility Bureau	X		
Barry Smith	CDSS- Employment	X		
Milt Yee	CDSS- Employment	X	X	X
Walter Johnson	CDSS- Employment	X		
Debbie McFadden	CDSS- Estimates	X		
Julie Salley-Gray	CDSS- Estimates	X		
Karen Kohler	CDSS- Estimates	X		
Michele Carotti	CDSS- Estimates	X		
Glenn Freitas	CDSS- Fraud	X		
Harriet Hopgood	CDSS- Fraud	X		
Jane Laciste	CDSS- Fraud	X		
John Moist	CDSS- Fraud	X		
Linda Keene	CDSS- Refugees	X		
Karen Kennedy	CDSS- Work Support Services		X	X
Sue Wolf	WDTIP	X	X	X
Lorrie Taylor	WDTIP	X	X	X
Carolyn Chang	WDTIP	X	X	X
Kristen Wilson	WDTIP	X	X	X
Debra Goodman	WDTIP	X	X	X
Deb Saha	WDTIP	X	X	X
Anna Leano	WDTIP	X	X	X
Loc Nguyen	WDTIP	X	X	X
Francisco Barroso	WDTIP	X	X	X
Frank Ernst	WDTIP	X	X	X
Kishore Tummala	WDTIP	X	X	X
Srinivas Sangani	WDTIP	X	X	X
Suresh Babu Shanmugam	WDTIP	X	X	X
Meenakshi Dhanushkodi	WDTIP	X	X	X
Durga Achanta	WDTIP	X	X	X

Documentation Sources

As discussed in the Requirements Validation Process sub-section of this deliverable, requirements were validated through a series of steps. As each step was completed, information was compiled from primarily five data sources such as:

o   Assembly Bill 1542
o   All County Letters / Procedure Manuals
o   Joint Requirement Planning Sessions
o   Documentation from the SAWS-TA Project
o   Deloitte Consulting's application development experience

To provide an understanding of how each set of requirements were validated, the table below outlines the primary sources of information in each functional and technical area of the application. A more detailed breakdown of these sources can be found in the ***Reference Documents Section*** of this deliverable.

Functional Area	*AB1542*	*ACLs / Procedure Manuals*	*JRPs*	*SAWS-TA Documentation*	*Deloitte's Experience*
Functional Requirements					
Diversion	X	X	X	X	
Time Clocks		X	X	X	
Sanctions			X	X	
Initial and On-Going Data Loads			X	X	X
Interface			X	X	X
Work Participation	X		X	X	
Overpayment		X	X	X	
Homeless Assistance	X		X	X	
Case Participation			X	X	
Child Care	X	X	X	X	
Technical Requirements					
Screens			X	X	X
Reports			X	X	X
Security			X	X	X
Audit Control			X	X	X
Backup			X	X	X

4. Glossary of terms

The following terms may be subject to different interpretations depending on the context in which they are used. The following list attempts to clarify their use throughout the Updated Business Requirements Document.

- o **Store**: information is physically saved in the database
- o **Receive/Capture**: information is provided by the county via batch loads and stored in the database
- o **Display**: information is displayed through the CICS defined screens
- o **Calculate/Recalculate**: arithmetic operations are performed according to predefine business rules
- o **Update**: information is modified in the system via online methods

For any additional acronyms used in this document, please reference the WDTIP Glossary of Terms.

5. Business Requirements

This section contains the updated business requirements that will be used in the design phase of the WDTIP to produce the **Detailed Design Specifications Document**. These business requirements have been grouped into different functional areas such as Diversion, Time Clocks, and Initial and On Going Data Loads. Business requirements detail the necessary functionality to enable specific practices of the users of the TRAC Application (**what** the application needs to do). Additionally, technical requirements, refer to Appendix A, detail **how** the business requirements will be technically implemented. These requirements that had been identified during the requirements gathering process were validated during the JRP sessions held at the WDTIP site on June 21st and 22nd, 1999. A description of the requirement area is included for each set of requirements to provide context. Refer to the Glossary of Terms for a list of the terms that are used throughout the requirement definitions. The regulatory source of the requirement was identified, if appropriate, however, since some of these requirements were grounded in work completed by the JPR participants and SAWS-TA documentation, this field was not filled in for all requirements. The complete titles of the references are listed in the Referenced Documents section of this deliverable.

Diversion Requirements

Diversion payments may count as a month against the TANF 60-month clock and the CalWORKs 60-month; therefore both clocks may need to be recalculated depending on the diversion history of a particular individual.

Area	Req. #	Description	Regulatory Reference
Diversion	1	The system shall have the capability to add and modify diversion information from the counties, including diversion payment amount, diversion start date, and diversion end date.	EAS 81-215.4
Diversion	2	The system shall have the capability to calculate the TANF and CalWORKs 60-month clocks based on diversion information.	EAS 42-302.22; ACL 97-68
Diversion	3	The system shall have the capability to store the diversion history of individuals.	
Diversion	4	The system shall have the capability to recalculate the CalWORKs clock based on the returning individual's decision to repay the prior diversion amount or not.	EAS 42-302.223; EAS 81-215.5

Time Clock Requirements

Welfare Reform has established time limits (also referred to as time clocks) on the receipt of benefits by individuals. Receipt of CalWORKs benefits must be tracked on three separate time clocks: the TANF 60-month clock, the CalWORKs 60-month clock, and the CalWORKs 18/24-month clock.

Area	*Req. #*	*Description*	*Regulatory Reference*
Time Clocks	1	The system shall have the capability to add and modify CalWORKs program participation information from the counties.	AB 1542
Time Clocks	2	The system shall have the capability to calculate a TANF 60-month time clock beginning with the California Plan Start Date for each adult California recipient on a case.	AB 1542
Time Clocks	3	The system shall have the capability to calculate a CalWORKs 60-month time clock (beginning 1/98) for each adult recipient on a case.	EAS 42.301.1
Time Clocks	4	The system shall have the capability to calculate a CalWORKs 18/24-month time clock (beginning 1/98) for each adult recipient on a case based on the date the individual initially signed or refused to sign the Welfare to Work plan.	EAS 42-710
Time Clocks	5	The system shall have the capability to display CalWORKs program information agreed to be captured.	
Time Clocks	6	The system shall have the capability to calculate each individual time clock when program participation information is added and at the beginning of each month the individual is on aid.	AB 1542
Time Clocks	7	The system shall have the capability to receive program exemption information and use it in the calculation of each individual time clock.	AB 1542
Time Clocks	8	The system shall have the capability to receive program waiver information related to domestic violence and use it in the calculation of each individual time clock.	EAS 42-302.213

Area	Req. #	Description	Regulatory Reference
Time Clocks	9	The system shall have the capability to receive good cause information for non-participation in a self initiated program and use it in the calculation of the 18/24-month time clock.	ACL 99-32
Time Clocks	10	The system shall have the capability to receive the Welfare to Work plan signature date or the refused to sign date and use this date as the begin date for the 18/24-month time clock.	EAS 42-710.11
Time Clocks	11	The system shall have the capability to capture and store an indicator that the individual is either a 24-month participant or an 18-month participant.	EAS 42-710.1; EAS 42-710.2
Time Clocks	12	The system shall have the capability to add and modify Diversion payment information and use this information in the calculation of the TANF and CalWORKs 60-month clocks.	EAS 42-302
Time Clocks	13	The system shall have the capability to capture and store the non-California months of aid as of the date in which the state's TANF plan was approved, and use this information in the calculation of the TANF 60-month time clock.	EAS 42-302.1
Time Clocks	14	The system shall have the capability to collect program extension information from the counties.	EAS 42-710.12
Time Clocks	15	The system shall have the capability to allow the counties to update the system when child support is fully reimbursed and recalculate the TANF 60-month and CalWORKs 60-month clocks appropriately.	EAS 42-302.217
Time Clocks	16	The system shall have the capability to calculate each individual time clock as it relates to Child care payments.	Draft ACL due in 7/99
Time Clocks	17	The system shall have the capability to store non-California historical data as of the date in which the state's TANF plan was approved.	AB 1542

Area	*Req. #*	*Description*	*Regulatory Reference*
Time Clocks	18	The system shall provide a report that produces a summary and detailed list of individuals who are within a predetermined time period of the 60-month time limit on the State (CalWORKs) vs. federal (TANF) limits.	
Time Clocks	19	The system shall provide a report that produces a summary and detailed list of active individuals who have exceeded the 60-month time limit on the State (CalWORKs) vs. federal (TANF) limits.	
Time Clocks	20	The system shall provide a report that produces a summary and detailed list of active individuals who are within a predetermined time period of the 18/24-month Welfare to Work limit.	
Time Clocks	21	The system shall provide a report that produces a summary and detailed list of active individuals who have exceeded the 18/24-month Welfare to Work time limit.	
Time Clocks	22	The system shall produce a report based on the monthly projection of the number of active individuals who will exceed the State and federal 60-month time limits.	
Time Clocks	23	The system shall produce a report based on the monthly projection of the number of active individuals who will exceed the 18/24-month Welfare to Work limits.	
Time Clocks	24	The system shall produce a report based on the number of individuals who have received aid in multiple counties over time.	
Time Clocks	25	The TRAC Application will utilize a TRAC Database which contains the information required to track welfare recipient's time limits.	IAPD, 8/12/97, pg. 7
Time Clocks	26	The TRAC Application will provide a lifetime history of welfare program involvement and employment related information known for an individual as it relates to the calculation of time limits.	IAPD,8/12/97, pg. 7

Area	Req. #	Description	Regulatory Reference
Time Clocks	27	The TRAC Application will provide a single source of information to record and track lifetime welfare program involvement for the calculation of time clocks.	IAPD,8/12/97, pg. 9
Time Clocks	28	The TRAC Application will track homeless assistance as it relates to the time clock calculations.	

Sanction Requirements

Financial sanctions are applied when a non-exempt, Welfare-to-Work participant has failed or refused to comply with program requirements without good cause.

Area	Req. #	Description	Regulatory Reference
Sanction	1	The system shall have the capability to add and modify sanction information including type of sanction, sanction effective date, and sanction end date.	AB 1542
Sanction	2	The system shall have the capability to store multiple sanctions for an individual.	AB 1542

Initial & On-Going Data Load Requirements

This section includes the initial and on-going data load requirements that were identified for the TRAC Application. The initial and on-going data load requirements establish the criteria to be followed for loading data from the county and State systems into the TRAC Database and linking this data to an appropriate CIN. During the initial conversion, data from the California Plan Start Date for California and from the start date of the TANF plan for other states will be loaded into the system. Once the initial load is complete, the system will receive regular batch loads from external systems. The data loads will include restart functionality and meet error recovery standards.

Area	Req. #	Description
Initial & On-Going Data Load	1	The system shall have the capability to receive county data through a standard file format to be defined during the design phase of the WDTIP.
Initial & On-Going Data Load	2	The system shall have the capability to store historical data for California from the California Plan Start Date to current date.
Initial & On-Going Data Load	4	The system shall have the capability to match individual information to appropriate CIN.
Initial & On-Going Data Load	5	The system shall have the capability to accept standard media for receiving data.
Initial & On-Going Data Load	6	The system shall have the capability to provide exception reports based on established criteria.
Initial & On-Going Data Load	7	The system shall have the capability to utilize restart functionality for all batch jobs.
Initial & On-Going Data Load	8	The system shall have the capability to conform to error recovery standards.
Initial & On-Going Data Load	9	The system shall have the capability to store non-California historical data as of the date in which the state's TANF plan was approved as provided from the county systems or an online update.
Initial & On-Going Data Load	10	The TRAC Application will allow for data loads from county systems and MEDS.
Initial & On-Going Data Load	11	Non-time clock related program participation information, such as Food Stamps only, SSI, CMSP, and adoption services, currently stored and/or displayed in Pre-SAWS will continue to be stored and/or displayed in the TRAC Application.

Interface Requirements

This section includes of the interface requirements that were identified for the TRAC Application. Unlike the data load section, the relationship between the interface systems may need to be more closely linked than the batch transactions (this relationship will be defined during the design phase of the application). The interface requirements provide information about the Statewide Client Index (SCI) from which the TRAC Application will be obtaining data.

Area	Req. #	Description
Interface	1	The system shall provide the capability to interface with SCI for the splitting and merging of CINs.
Interface	2	The system shall provide the capability to interface with SCI for linking a person's demographic information to the appropriate CIN using a SCI matching algorithm.
Interface	3	The system shall provide the capability to request a new CIN for an individual if the SCI matching algorithm does not identify an existing CIN for the individual.
Interface	4	The TRAC Application will link with SCI to provide an index of other identities by which the individual is known to welfare.

6. Assumptions

This section documents all of the assumptions related to the requirements' definition process and were recorded during the JRP sessions and validated by CDSS representatives and State staff.

JRP Assumptions

Area	Assumption #	Description
Time Clocks	1	The age eligibility parameters for CalWORKs will also apply to TANF with the exception of minor parents. Minor parents are excluded from the CalWORKs time clock requirements but time is counted toward the TANF time clock for minors who are heads-of-households, or married to heads of households.
Time Clocks	2	The 18/24-month clock does not start until the Welfare-to-Work plan is signed (i.e., the Welfare-to-Work plan initial sign date or the Welfare to Work plan refuse to sign date).
Time Clocks	3	Each time clock has its own set of business rules.
Time Clocks	4	Receipt of supportive services only (no aid payment) counts as a month toward the TANF 60-month clock unless the recipient is employed. Receipt of supportive services only (no aid payment) does not count as a month toward the CalWORKs 60-month or 18/24-month clocks.
Time Clocks	5	The TANF start date is based upon the date of issuance of TANF funds in California.
Time Clocks	6	With the exception of litigation, there is never an occasion where the 18/24-month clock is reinitiated.
Diversion	7	The workgroup expressed an interest in capturing and displaying the reason code for diversion payment. The item was determined to be out of WDTIP scope and was subsequently left out of the requirement list. However, the workgroup would like to have it be considered as a future enhancement to the TRAC Application.
Diversion	8	Time clock tracking calculations for diversion payments are individually based. When a diversion payment is made, the CalWORKs clock will tick for each aided adult in the case while the TANF clock will tick for each recipient regardless of age. Diversion information for children will not be sent to WDTIP.

Area	Assumption #	Description
Homeless Assistance Payments	9	TRAC Application will not track Homeless Assistance payments for the Once-in-a-Lifetime Homeless limitation, but will instead track the effect of the receipt of homeless benefits on the time clocks.
Security	10	Security of the TRAC Application will be applied at the application level.
ABAWD	11	The TRAC Application will track ABAWD information even though the information is already present in the MEDS system. In addition, the workgroup expressed the desire to minimize the impact of the creation of the extraction files for ABAWD. See Issue Tracking Log issue 17 for revision of assumption. WDTIP will not track ABAWD information
Conversion/ ABAWD	12	The WDTIP Team will research to determine whether ABAWD information should be converted from MEDS to the TRAC Application's database and incorporate the solution into the design of the TRAC Application. See Issue Tracking Log issue 17 for revision of assumption. It was determined that ABAWD information will not be converted from MEDS to WDTIP.
Updates	13	Data which can be modified through the county system's batch processes will not be updateable online in the TRAC Application. Details on which fields may be updated and the associated security issues will be determined during the Joint Application Design (JAD) sessions.
Overissuance/ Overpayment	14	The workgroup expressed an interest in having, at a minimum, an indicator showing Statewide overissuance/overpayment information at an individual level and the county in which it was initiated. The item was determined to be out of WDTIP scope and was subsequently left out of the requirements' list. However, the workgroup would like to have it be considered as a future enhancement to the TRAC Application.

Area	Assumption #	Description
Case Participation	15	The workgroup expressed an interest in having the TRAC Application capture and display case participation data. It was determined that the TRAC Application will capture the county's case number and display it at an individual level. Capturing and displaying other additional fields as it relates to case participation at the case level was determined to be out WDTIP scope. However the workgroup would like to have it be considered as a future enhancement to the TRAC Application.
Fleeing and Drug Felons	16	The workgroup concluded that it was not feasible to collect data on fleeing and drug felon applicants. The item was subsequently left out of the requirement list.
SIS retrieval during File Clearance	17	The WDTIP Team will work with Project Management, CDHS and other welfare consortiums to determine whether the topic of data retrieval for LEADER and ISAWS applications during Statewide file clearance (known-to-welfare search) is within the scope of WDTIP.
Other	18	The workgroup concluded that Job Retention Services was a local issue and agreed to leave it out of the requirements' list.
Other	19	TRAC Application will evaluate any new state regulations up until the approval of the Updated Business Requirements Document for business requirements and until August 31, 1999 for technical requirements. Any new legislation after the cut-off time will be managed according to the Scope and Change Control Process in the **Project Management Plan**.
Other	20	WCDS and the C-IV counties do not use the CIN as a unique client identifier in their legacy systems.
ABAWD	21	ABAWD was initially identified as a business requirement, but after further discussion and approval from CWDA it was decided to not change its existing functionality. See Issue Tracking Log issue 17.

7. Referenced Documents

The documents in the table below were referenced in the **Updated Business Requirements Document**. Each referenced document is in its current version unless otherwise noted.

Referenced Documents
Assembly Bill (AB) 1542
ACL 97-05
ACL 97-08
ACL 97-09
ACL 97-16
ACL 97-23
ACL 97-35
ACL 97-65
ACL 97-68
ACL 97-69
ACL 98-02
ACL 98-19
ACL 98-21
ACL 99-54
ACL 99-90
Food Stamp Regulations Manual (FS Manual)– Section 63-410
SAWS-TA Requirement Document- Diversion
SAWS-TA Requirement Document- TANF and CalWORKs Time Limits
Welfare Data Tracking Implementation Project **Design/Coding Standards Guide**
SAWS-TA Document – Build 2 Scope
SAWS-TA Document – Pre-SAWS Screen Requirements
JRP 6-21-99 through 6-22-99 Minutes
WDTIP Project Management Plan
Eligibility Assistance Standards (EAS) Manual

Attachment A -

Technical Requirements

This section lists the TRAC Application technical requirements that were identified by the JRP sessions, State and development team, or carried over from the SAWS-TA project. These requirements address system-wide needs across the different functional areas of the application.

General Technical Requirement

This section includes the general requirements that were identified during the JRP sessions for the application. These requirements are not specific to one technical sub-section.

Area	Req. #	Description
General	1	All data stored in the application, except ID and timeclock calculation, will be owned and maintained by external systems of record.
General	2	The application will support county online, real-time (add, update, delete) transactions for only those fields that cannot be updated through county batch processing.
General	3	The application will support online inquiry transactions.
General	4	The application will support daily batch operations (adds, updates) and batch control reporting.
General	5	The application will utilize existing 3270 or similar emulation software via the MEDS infrastructure to access the TRAC Database.

Screens Requirements

This section includes the requirements that were identified for the screens of the application. The screen requirements provide the functionality for the system screens.

Area	Req. #	Description
Screens	1	The system shall have the capability to display all screens according to the format determined in the **Design / Coding Standards Guide**.
Screens	2	The system shall possess standard screen, field, error, navigation, and user help capabilities.
Screens	3	Update screens shall have the capability to perform data validation.
Screens	4	The system shall have the capability to update information where appropriate after verification that the user has update capability/authorization.
Screens	5	The TRAC Application screens shall be usable on monitors representing the lowest common technical denominator currently in use by the counties.

Security Requirements

This section includes the security requirements that were identified for the application. The security requirements provide the guidelines for restricting and defining different levels of access to the application data.

Area	Req. #	Description
Security	1	The system shall provide the capability to use user profiles as established in MEDS.
Security	2	The system shall provide the capability to be accessed on line exclusively via MEDS main menu.
Security	3	The TRAC Application shall use security information provided by MEDS when a person logs into the TRAC Application via the MEDS menu.
Security	4	The TRAC Application shall store the user id and the level of security access in a temporary table for security module use.
Security	5	The system shall provide update and inquiry access based on user id for the different functional areas.
Security	6	The application will provide access to the TRAC Database through a set of pre-defined screens, batch processes, and file transfers.
Security	7	Confidential data will not be displayed on screen unless proper ID / authorization is received.

Audit Control Requirements

This section includes the audit control requirements for the application. The audit control requirements provide a mechanism for tracking historical information about transactions that are processed in the new application.

Area	Req. #	Description
Audit Control	1	The system shall provide an audit trail for all update transactions at the row level.
Audit Control	2	The system shall provide the system administrator the capability to query the audit trail.
Audit Control	3	The system shall provide the capability to store the user id or batch program id and county of all added and updated rows of the TRAC Database for online and batch transactions.
Audit Control	4	The system shall provide the capability to date/timestamp all updated rows of the TRAC Database.
Audit Control	5	The application will have the capability to track system use by originator and transaction type in a way not to preclude chargeback.

Backup and Recovery Requirements

This section includes the backup and recovery requirements for the application. The backup requirements provide a mechanism for recovering the application data.

Area	Req. #	Description
Backup and Recovery	1	The system shall have the capability to provide data backup functionality that will conform to the established HHSDC standards.
Backup and Recovery	2	The TRAC Application shall be recoverable upon application, network, and other system failure.
Backup and Recovery	3	WDTIP shall provide a well-defined restart/recovery plan/procedure with implemented instrumentation and support that minimizes impact upon system users.

User Report Requirements

This section includes the user reporting requirements for the application. User report types were identified during the JRP sessions and represent summary data files that will be extracted and sent to the counties for local sorting and production. These reports are a sub-set of the total reports that will be generated from the application. The remainder of the necessary reports and the format for all the reports will be identified during the design phase.

Area	Req. #	Description
Reports	1	The system shall provide 10 pre-defined report types.
Reports	2	The system shall provide the 10 reports for a specified time period.
Reports	3	The system shall provide access to the predefined reports via electronic methods.
Reports	4	The system shall provide reports that address a need for statewide summary information.
Reports	5	The system shall produce an exception report containing county user ids and exception data.

System Requirements

This section includes the system requirements for the application and covers high level requirements governing conversion and error handling.

Area	Req. #	Description
System Requirements	1	The TRAC Application infrastructure shall provide the capability to perform data conversion from disparate county applications.
System Requirements	2	TRAC Application shall process errors and provide the users with usable error messages or proper error handling.

External System Interface Requirements

This section includes the external system interface requirements in instances of both batch and on line transactions.

Area	Req. #	Description
External System Interface	1	The TRAC Application shall be designed to interface on line with county users via the MEDS infrastructure.
External System Interface	2	The TRAC Application shall be designed to interface directly with county systems during daily batch updates.
External System Interface	3	The TRAC Application shall be designed to interface with existing State systems (MEDS, SCI, SIS).

Availability Requirements

This section includes the availability requirements governing the TRAC Application availability.

Area	Req. #	Description
Availability Requirements	1	The TRAC Application shall be available twenty-two hours a day, seven days a week, from 0200 to 2400 hours, 52 weeks a year. [1]
Availability Requirements	2	Execution and processing for WDTIP batch jobs shall not inhibit 6X14 system availability.

[1] See *WDTIP Technical Requirements Memo* dated 10/21/99 for underlying premise

Maintainability Requirements

This section includes the maintainability requirements governing the TRAC Application maintainability.

Area	Req. #	Description
Maintainability Requirements	1	All source code (COBOL, SQL, etc.) shall have comments and internal structure as defined within the **Design / Coding Standards Guide**.
Maintainability Requirements	2	All build processes and Q/A approved source code shall be under Configuration Management control, per the Configuration Management Plan.
Maintainability Requirements	3	All approved documentation shall be under Configuration Management control, per the Configuration Management Plan.

Performance Requirements

Area	Req. #	Description
Performance Requirements	1	TRAC Database shall have a measured response time of 0.11 seconds at the 90th percentile. [1]
Performance Requirements	2	TRAC shall accommodate 3,000 concurrent users and up to 800,000 daily transactions. [1]
Performance Requirements	3	Batch Processing requirements for the system shall include initial conversion of the county data, ongoing load of the daily transactions from the county, transmission of data rejected in the conversion and load processing and report processing.

[1] See *WDTIP Technical Requirements Memo* dated 10/21/99 for underlying premise

Database Requirements

This section includes the TRAC Database requirements for the TRAC Application.

Area	Req. #	Description
Database	1	The application will utilize a DB2 database.
Database	2	The TRAC Database shall provide the capability to store data in relational tables.
Database	3	The TRAC Database shall provide the capability to allow inquiry upon a record by multiple users simultaneously.
Database	4	The TRAC Database shall provide the capability to prevent multiple users from updating the same record simultaneously.
Database	5	The TRAC Database shall not provide referential integrity of data. Instead, referential integrity will be enforced through the custom logic in the programs of the application.

Assumptions

This section includes assumptions that will be migrated to the appropriate assumption sections.

County Workstations	Requirements governing county workstations are established by the California Department of Health Services.
Project Workstations	The State will provide to the appropriate project resources the hardware and software necessary to successfully complete assigned project tasks.